



**Temporary Enrichment Specialist**  
**Parks & Recreation Department**

The City of San Antonio is recruiting for Enrichment Specialists (temporary). Under immediate supervision, is responsible for supervising participants in the After School Recreation Program. Assists in the implementation of various activities and ensures with program procedures. May exercise functional supervision over assigned staff.

**Essential Job Functions include, but are not limited to the following:** Supervises participants in the After School Challenge Program. Implements a variety of activities including homework assistance, social settings, and recreational activities. Works cooperatively with Program Facilitator to develop monthly activity schedules. Keeps accurate daily attendance records of students. Follows proper procedures for handling, recording, and reporting problems, concerns, and disciplinary issues. Ensures proper sanitation and follow procedures for distribution of snacks. Ensures all equipment is stored safely and securely. Complies with Self-Monitoring Standards implemented by City Council. Follows all policies and procedures of the program and uses the appropriate forms included in Program Handbook. Performs related duties and fulfills responsibilities as required.

This position requires that the successful candidate possess a high school diploma or General Education Development (GED) Certificate, valid CPR and First Aid Certifications. **Additional Program Requirements:** Must be 18 years of age or older; Must have recommendation from Site Principal; Substitutes must have recommendation from Site Principal or Program Supervisor. **All job offers are pending satisfactory results from pre-employment drug testing and reference, background and credential verification.** A valid Class "C" Texas Driver's License or obtains a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas. Use of your own personal vehicle may at times be required and proof of liability insurance will be required; have own dependable transportation.

**Salary ranges from \$8.80 to \$12.32/hourly, depending on experience and qualifications.**

**ONLY PAPER APPLICATIONS ACCEPTED.** Apply in person Monday - Friday (excluding holidays) at Catholic Life Insurance Bldg, 1635 NE Loop 410, 8<sup>th</sup> Floor from 7:45 AM to 4:30 PM, or any of the Community Link Centers and the Human Resources Department at 111 Plaza de Armas in Downtown San Antonio from 7:30 AM to 5:15 PM. **Open until filled.**

For additional information contact Dawnette Escobedo at (210) 207-2754.